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Letter dated 27 July 2016 from the Permanent Representatives of Angola, Egypt, Japan, Malaysia, New Zealand, Senegal, Spain, Ukraine, Uruguay and Venezuela (Bolivarian Republic of) to the United Nations addressed to the President of the Security Council

We, the undersigned, as Chairs of Security Council sanctions committees, have agreed on the document attached hereto, which outlines an administrative delineation of Security Council sanctions committee correspondence (see annex). The document is designed to reduce administrative burdens and increase the working efficiencies of the Chairs and of the Secretariat staff providing secretarial support to the sanctions committees. Unless otherwise indicated by individual Chairs, it will form the basis of the administrative delineation of Security Council sanctions committee correspondence between the Chairs and the committee secretaries.

As always, regular conversations between the Secretary and the Chair will need to be held about prospective committee correspondence. Where correspondence is not captured in the document or is potentially sensitive in nature, judgment will need to be exercised.

We would be grateful if you could have the present letter distributed as a document of the Security Council.

(*Signed*) Ismael Abraão **Gaspar Martins**
Permanent Representative of Angola

(*Signed*) Amr Abdellatif **Aboulatta**
Permanent Representative of Egypt

(*Signed*) Koro **Bessho**
Permanent Representative of Japan

(*Signed*) Ramlan **Ibrahim**
Permanent Representative of Malaysia

(*Signed*) Gerard **van Bohemen**
Permanent Representative of New Zealand

(*Signed*) Fodé **Seck**
Permanent Representative of Senegal

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(*Signed*) Román **Oyarzun Marchesi**
Permanent Representative of Spain

(*Signed*) Volodymyr **Yelchenko**
Permanent Representative of Ukraine

(*Signed*) Elbio **Rosselli**
Permanent Representative of Uruguay

(*Signed*) Rafael Darío **Ramírez Carreño**
Permanent Representative of Venezuela

Annex to the letter dated 27 July 2016 from the Permanent Representatives of Angola, Egypt, Japan, Malaysia, New Zealand, Senegal, Spain, Ukraine, Uruguay and Venezuela (Bolivarian Republic of) to the United Nations addressed to the President of the Security Council

Types of sanctions committee correspondence that require no action and can be circulated by the Secretariat, in its capacity as committee secretary, for the information of members ("Note by the Secretariat")	*Types of sanctions committee correspondence that require action or are sensitive in nature and will be circulated by the Chair of the committee to members ("Note by the Chair")*
Co-sponsorship of listing requests	Listing requests
Translations of Monitoring Team reports	Delisting requests (including through the focal point for delisting)
Pending matters/holds list	Exemption requests (including through the focal point for delisting)
Member State implementation reports	Meeting agenda (including notification of special meeting or open briefing)
Outcome notes (after prior consultation with the Chair to ensure that no holds/objections were received)	Correspondence received and draft replies (including non-compliance allegations)
Notifications of hold or objection (Chair to be pre-notified if notification sent directly to the Secretariat)	Tables of recommendations
Technical amendment to listing request (after prior consultation with the Chair)	Press releases (except those notifying of new or updated listings)
Submission of expert group reports to the Committee	Substantive amendments to list entries
Resignation of experts or withdrawal of candidates	Guidance documents, including implementation assistance notes
Communications from expert group (to the Committee and to third party; copy the Chair/Committee; notify the Chair if required)	Review of sanctions list
Responses of Member States to expert group letters; copy the Chair/ Committee	Updated committee guidelines
Updates from the Ombudsperson	Committee programme of work
Expert group travel	Invitation of non-members to committee meeting
Expert group trip reports	Invitation to Member State to view expert group report
Expert group status of cases	Meeting postponement/cancellation
	Reasons letters for the Ombudsperson

Types of sanctions committee correspondence that require no action and can be circulated by the Secretariat, in its capacity as committee secretary, for the information of members ("Note by the Secretariat")	*Types of sanctions committee correspondence that require action or are sensitive in nature and will be circulated by the Chair of the committee to members ("Note by the Chair")*
Reports of United Nations missions to sanctions committees (i.e., arms inspection reports)	Translations of responses from the Chair to third party
Security Council subsidiary organs branch surveys	Responses from Member States
Ombudsperson comprehensive reports	Recruitment of experts
Availability of expert group for bilateral meetings	Expert group programme of work
Notifications from the focal point for delisting (i.e., updates on petitions received)	Chair's statement to the Security Council
Copies of briefings provided to the Committee at informal consultations	
Press release notifying of new or updated listings	